DELAWARE TRANSIT CORPORATION

POSITION VACANCY POSTING

DATE OF POSTING___March 4, 2015_   CLOSING DATE March 11, 2015

METHOD OF APPLICATION: Cover Letter & Resume

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR SUBMITTING A LETTER OF INTEREST AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **March 11, 2015**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

POSITION #:___753_   JOB CODE #: _____187_____

POSITION TITLE _____Fleet Systems Administrator_____

PAY GRADE___16_____PAY RATE_____PAY RANGE_$ 47,184. – $58,980_
                                                            (MINIMUM TO MAXIMUM)

LOCATION: DISTRICT __Kent County_____DEPARTMENT __Performance Managemnt_
                              SECTION   __Transit Systems__

CLASSIFICATION: FULL TIME____X_____   PART-TIME_____

CONTRACT: 8FR _____8DR _____32 _____N/C__X_____

SCHEDULED HOURS __8:00 AM – 4:30 PM_____SCHEDULED DAYS___Monday - Friday_____

SUMMARY OF POSITION:

The Fleet Systems Administrator has primary responsibility for the integrity, performance and configuration of Delaware Transit Corporations Fleet and Fuel Management Systems. The Fleet Systems Administrator is responsible for design and implementation of Equipment Management System (EMS) specific projects and programs, including project management responsibility for the implementation, functional maintenance and administration of the integrated software package. The incumbent will assure system integrity, conversion of data, customizations, validate development of interfaces and upgrades; maintain the business processes and incorporate into the setup of Equipment Management System (EMS), Gasboy and Fleet Watch fueling systems; and apply patches and fixes on a timely basis.

SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

Preferred Qualifications:

1. Experience in designing and implementing Equipment Management System projects and programs.
   (Applicants must detail all experience in designing and implementing Equipment Management System projects and programs.)

2. Experience in performing testing and system change management by utilizing test environments for verifying data and system changes.
   (Applicants must detail all experience in performing testing and system change management by utilizing test environments for verifying data and system changes.)

3. Experience in developing and conducting training models on Fleet Systems.
   (Applicants must detail all experience in developing and conducting training models on Fleet Systems.)

JOB DESCRIPTION: AVAILABLE THRU HR DEPT_____X_____

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EQUAL OPPORTUNITY EMPLOYER
" Resume must specifically address the skills referenced in the Minimum Qualifications."